Town of Los Altos Hills
Catalog of Enterprise Systems
Pursuant to CA Government Code 6270.5

Vendor	Product	Purpose	Description of Data	Department / Custodian	Frequency Collected	Frequency Updated
Tyler Technology	Incode	Financial Management	Accounts Receivable; Accounts Payable; General Ledger; Cash Management	Administrative Services	Daily	Daily
Tyler Technology	Incode	Financial Management	Fixed Assets	Administrative Services	As Needed	Annually
HdL	Business Licenses	Application for managing business licenses issued by the Town	Business Licenses	Administrative Services	Daily	Daily
ADP	Payroll; Time & Attendance	Payroll	Payroll	Administrative Services	Bi-weekly	Bi-weekly
ECS	Laserfiche	Document Management	Property Information Data and Town Records	City Clerk	Daily	Daily
South Tech	Disclosure Documents Production	Form 700	Retains Statement of Economic Interests	City Clerk	Annually	Annually
CivicPlus	Civic Clerk	Live Streaming of City Council Meetings	Provide web-based videos of City Council meetings and Planning Commission Meetings	City Clerk	Monthly	Monthly
CivicPlus	Website/Notify Me	Website	Maintains database for individuals to receive information from the town via email	City Clerk	Weekly	Weekly
Microsoft	Office 365/Microsoft Server/	Email Software	Email	Information Technology	Daily	Daily
Filemaker	Filemaker Pro	Permit Software	Building and Planning Permitting Database	Planning/Building	Daily	Daily
Metroscan	Metroscan	Database	County database containing real property information	Planning/Building	Daily	Daily
ActiveNetwork	ActiveNet	Recreation Registration	Class and Event Registration	Parks & Recreation	As required per registration	As required per registration
Constant Contact	Constant Contact	Email Database	Database maintaining emails regarding Town events	Parks & Recreation	Monthly	As requested
Central Square	Lucity via West Bay Sanitary District	Computerized maintenance management information system	Town's sewer collection system, including maintenance operations and inspection history.	Public Works / WestBay Sanitary District	Monthly	Monthly

Updated May 18, 2021

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ESRI	ArcView via West Bay Sanitary District	A geographic information system to store, manage, analyze, and present sewer data	Geographical sewer infrastructure data	Public Works / WestBay Sanitary District	Monthly	Quarterly
Autodesk	AutoCAD 2021	Computer-aided design/drafting program	Various Town maps	Public Works	As-Needed	Yearly
Mitel	Mitel Communicator	Phone system	Town's VOIP phone system	Information Technology	Daily	As-needed
Amazon	Amazon Webservices	Connected to Towns website	Towns Historical scrapbook	Information Technology	Daily	As-needed
Central Square	TRAKiT	Permit Database	Permits for Planning, Building and Engineering	Planning/Building	Daily	Daily
Granicus	Granicus	Webcasting and agenda management	City Council and Planning Commission meetings	City Clerk	Phasing Out	Phasing Out
Quality Code Publishing	Municipal Code	Online Municipal Code Hosting	LAH Municipal Code	City Clerk	As needed	As needed
Zoom	Zoom	Online meetings	Video, audio, and chat conversations	City Manager	As needed	As needed
See Click Fix	See Click Fix	Public communications with Town Staff	Issues for Public Works – Maintenance to address	Public Works Engineering	As needed	As needed
ESRI	ArcGIS Online Creator, ArcGIS Online Editor, ArcGIS Online GIS Professional Standard	GIS System	Town's GIS public portal and maps	Planning/Public Works/Engineering	Annually	As needed

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